

PERSRU NEWSLETTER

ISSUE 4/99

OCTOBER THROUGH DECEMBER 1999

Article	Page #
---------	--------

Returned Payments	1
-------------------	---

PERSRU LES's	1
--------------	---

Blanket Allotments	2
--------------------	---

BAH Overpayments	2
------------------	---

Reserves Over 20 Who Cannot Be Located	2
---	---

Computing Federal Income Tax Withholding (FITW)	3
--	---

Keep Dependents in DEERS Up-to-Date	4
--	---

Family Dental Program	4
-----------------------	---

Family Dental Coverage After Separation	4
--	---

Selective Reenlistment Bonuses (SRB's)	5
---	---

Selective Reserve (SELRES) Enlisted Bonus Payments	6
---	---

TDY Summary Report is Now Automated!!!	6
---	---

Mission Statement E-Mail Address/Web Address	7
---	---

2000 CWO Appointment Cycle	7
-------------------------------	---

SWE Raw Scores On LES	7
-----------------------	---

RETURNED PAYMENTS

HRSIC receives numerous returns of salary and allotment payments. The reasons include: closed accounts; bad account numbers; and frozen accounts. This causes delays for you, the financial institution, and HRSIC.

The primary reason for allotment returns is bad account data. Often an allotment is being sent to a loan account in error instead of a savings or checking account. We cannot pay to loan accounts – the account type at the financial institution must be a C (checking) or S (savings) account. When an allotment is rejected, HRSIC e-mails the PERSRU, explaining the problem and giving the PERSRU a chance to correct the data prior to the next month's payment. We credit the allotment amount to the member's salary account. If an allotment payment is returned a second time, HRSIC will stop the allotment.

Salary returns are normally due to an incorrect account number or a closed account. If the member is going to open a new account, **ask the member to make sure that the salary arrives at the new account prior to closing the old account.** Upon receiving a returned salary payment, HRSIC e-mails the PERSRU, explaining the problem; we wait for a reply prior to releasing the next payment. If a new POE has been input, HRSIC will re-route the member's salary payment to the updated account. If we need to intervene and redirect the current payment, we will do a check hold and make a special payment to the correct account.

If you have any questions about returned payments, contact HRSIC (MAS) Voucher Section at 785-357-3505 or 3506.

Steve Maupin (MAS)

PERSRU LES's

Judging from the calls received by HRSIC Customer Service, many of you have noticed that the PERSRU copies of LES's seem to take longer to get to you now than they did in previous months. You are right; they are taking longer, and there are a couple of reasons for that.

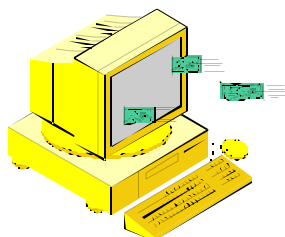
First, the printing of PERSRU LES's has been delayed by about two days each month. This delay occurred when we started using the new LES form. With the old form, the member and PERSRU copies were printed at the same time. But now, each set has to be printed separately, which means the PERSRU copies can't be printed until the member copies are finished. The member LES's take about two days to print, which are normally the two days after end of month compute. The two days after that are spent printing out PERSRU copies. In general, the PERSRU LES's are mailed out each month, five working days after end of month compute.

The second reason they are taking a little longer to get to you is a change from the U.S. Postal Service to the United Parcel Service. The switch increased the number of mail days from 2-3 days to 5-7 days. It saves us 67% on mailing costs and gives us the ability to track the packages. The tracking is not only convenient for us, but for the PERSRUs as well. When a PERSRU calls because they have not received the LES's, we can use the tracking to tell them exactly when they were delivered and who signed for them, or if something happened to them along the way.

Hopefully, this will clear up any confusion on the delivery of the PERSRU LES's. If you have any concerns or questions about the LES's, please call HRSIC Customer Service at (785) 357-3540.

YN2 Christina Picetti (MAS)

BLANKET ALLOTMENTS



We have received calls from members and institutions requesting that we intervene to help get blanket allotments started. Some administrative units and PERSRUs have been refusing to start allotments without the institution's bank routing number or the institution's bank account number.

When a member requests to start an allotment, and doesn't have the institution's bank routing number or the institution's account number, but does have a three digit blanket code and a five digit blanket abbreviation, please check SDA II Blanket Code Help Wheel (F2) to see if there is a match. If there is a match, then please follow the procedures for starting a blanket allotment, which are prescribed in Chapter 20, Section C, Source Data Automation II User Manual, HRSICINST M5231.2.

Various institutions have requested and been assigned blanket code numbers/abbreviations by the Coast Guard. When they solicit a CG member and the member agrees to purchase the product, the member is normally provided a blanket allotment code/number by the agency and told to start the allotment. HRSIC has the routing number for that agency on file and can process the allotment. **Kevin Elmer (MAS)**

BAH OVERPAYMENTS

Over the past six months the Office of Military Personnel, Compensation Division, has received seven waiver and remission applications for overpayment of BAH with dependents because of failure to timely submit notification of assignment to family quarters. The total amount of these overpayments is \$20,964.10.

The procedures for assignment/termination of government quarters are contained on pages 5-D-14 thru 5-D-15 of the Personnel and Pay Procedures Manual, HRSICINST M1000.2A.

All the cases were the result of non-compliance with the procedures outlined in the Personnel and Pay Procedures Manual. The cases included situations where:

- The E-mail from the Local Housing Officer (LHO) was not sent to the PERSRU within the required 48 hours after assignment/termination.
- The PERSRU claimed non-receipt of the LHO E-mail.
- The LHO failed to send the PERSRU the E-mail and gave the member the housing assignment notice with no instructions on how to terminate his BAH. The

overpayment was discovered when the member and his co-worker were reviewing his LES.

Compliance with the manual's procedures will significantly reduce the number of BAH overpayments and avoid placing hardships upon Coast Guard personnel and their families. Unfortunately, this did not occur in the cases summarized above. Instead, only more work was created for the member, PERSRU, HRSIC, and Headquarters when the waiver/remission application process was initiated.

Please review the procedures for assignment/termination of government quarters and communicate the importance of this process to all LHO and PERSRU staffs.

**CWO Peter Bekken
COMDT (G-WPM-2)**

RESERVISTS WITH OVER 20 YEARS SERVICE WHO

HRSIC has received several phone calls and e-mails from PERSRUs concerning reservists who:

- Have over 20 years satisfactory service, and
- Are past their expected loss date, and
- The reservist does not reenlist (either refuses to reenlist or the PERSRU cannot locate the member).

We now have a procedure to deal with such members. Reservists past their expected loss date, who have 20 years satisfactory service, should not be involuntarily discharged because they already have vested time for retirement. Per article 1.G.9.G of the Personnel Manual, they instead "shall be automatically transferred to RET-2 status after notification procedures in accordance with current policy have been completed". Per the Pay and Personnel Procedures Manual, page 3-B-27, Integrated Support Command (pf)'s now have the responsibility and authority for approving RET-2 retirements.

So, if several attempts to locate such a reserve member fail, PERSRUs should ask ISC (pf) to submit a request for RET-2 retirement to HRSIC (RAS).

**Dale Hosman
(MAS)**

COMPUTING FEDERAL INCOME TAX WITHHOLDING (FITW)

The following charts show how federal income tax withholding (FITW) is computed. The charts reflect year 2000 federal withholding rates.

Step	Procedure	Result
1	Enter Monthly Taxable Income from Block 38, LES	A =
2	Multiply Allowances From Block 41 of LES by \$233.33	B = \$233.33 x =
3	Subtract B from A to get Monthly Nonexempt Income	C =

Step 4 - If Member Is Claiming Married in Block 41 of LES

<i>If C Is Over</i>	<i>But C Is Not Over</i>	<i>Compute Monthly FITW By</i>	<i>Amount</i>
\$0	\$538	Member Has No FITW	\$0.00
\$538	\$4,033	[(C Minus \$538) Times 15%	\$
\$4,033	\$8,417	[(C Minus \$4,033) Times 28%] Plus \$524.25	\$
\$8,417	\$13,833	[(C Minus \$8,417) Times 31%] Plus \$1,751.77	\$
\$13,833	\$24,408	[(C Minus \$13,833) Times 36%] Plus \$3,430.73	\$
\$24,408		[(C Minus \$24,408) Times 39.6%] Plus \$7,237.73	\$

Step 4 - If Member Is Claiming Single in Block 41 of LES

<i>If C Is Over</i>	<i>But C Is Not Over</i>	<i>Compute Monthly FITW By</i>	<i>Amount</i>
\$0	\$221	Member Has No FITW	\$0.00
\$221	\$2,321	(C Minus \$221) Times 15%	\$
\$2,321	\$4,992	[(C Minus \$2,321) Times 28%] Plus \$315.00	\$
\$4,992	\$11,183	[(C Minus \$4,992) Times 31%] Plus \$1,062.88	\$
\$11,183	\$24,163	[(C Minus \$11,183) Times 36%] Plus \$2,982.09	\$
\$24,163		[(C Minus \$24,163) Times 39.6%] Plus \$7,654.89	\$

Hopefully, the above charts will help you counsel customers on how much their FITW will be when they change their allowances/exemptions.

Please remember that, per IRS regulations, whenever a member claims over 10 withholding allowances, or claims exemption from federal withholding, a copy of the member's W-4 must be sent to HRSIC (SES), who will forward the W-4 on to the IRS.

Dale Hosman
(MAS)

KEEP DEPENDENTS IN DEERS UP-TO-DATE

When was the last time you checked DEERS for your dependent's status?

HRSIC (RAS) is the responsible unit and office for processing the retiree certificates for active duty and reserve members. We also process the spouse certificate of appreciation. If the name of the spouse is not provided from the member or unit, RAS goes into DEERS to retrieve the spouse's name.

Yes, there have been errors using this information. Sometimes the spouse listed was not the current spouse. DEERS database is only up-to-date if the member and unit work at keeping it up-to-date.

CWO4 Bonnie Abendschan

FAMILY MEMBER DENTAL PROGRAM

When a member comes to you indicating one of his/her dependents is being denied dental coverage because the dependent is not covered by the Family Member Dental Plan, it is important that you do more than just review the member's LES. The LES may reflect family dental premiums, but this does not always mean that all family members are covered. You should also research: (1) PMIS/JUMPS segment 61 to see what the member's premium code is; and (2) the member's PDR to see what the member's DD Forms 2494 and 2494-1 indicate. The premium code in segment 61 will reveal to you the type of coverage the member has. Chapter 3, Section A, Segment 61 of the Query Manual, PPCINST M5230.2, provides the legend of premium codes.

Example: Member reports to the PERSRU that a dependent dental bill is not being paid because a certain family member is not covered. The PERSRU looks at the LES and it reflects family dental premiums. The PERSRU tells the member all the family members are covered. When the member contacts HRSIC to resolve this issue, a review of his Segment 61 reflects a premium code of 6 (family coverage for 2 or more dependents remotely located from other dependents). This means the member completed a DD Form 2494-1 electing only partial enrollment for certain dependents physically located in a remote area. The member executed the DD Form 2494-1 back in 1993, and never changed his election to also cover other dependents. The family member that received dental treatment was not a covered dependent. Therefore, the member has to pay the dental bill.

When receiving inquiries from members, please research segment 61, and review the DD forms 2494 and 2494-1 in the member's PDR. You may also call United Concordia at 1-800-866-8499 to verify the member's enrollment status.

Kevin Elmer (MAS)

FAMILY DENTAL COVERAGE AFTER SEPARATION



There have been complaints from members who claim that they have been counseled by their PERSRU that their family members are eligible for 120 days of dental care through the TRICARE Family Member Dental Plan (TFMDP) after the member separates. This is erroneous information since coverage under the TFMDP automatically terminates on the last

day of the month for which a premium was deducted unless the member leaves on the first day of a month, in which case, enrollment terminates the last day of the preceding month. There are no provisions to continue TFMDP coverage after active duty service ends (except in cases where the member dies while on active duty and their enrolled family members receive the one year death benefit).

However, under the Transitional Assistance Management Program (TAMP), certain members and their family members may be eligible for medical and dental care for limited time periods (after a member separates). This care is offered through TRICARE (for medical care and adjunctive dental care) and military dental treatment facilities (for SPACE AVAILABLE dental care). This type of care is not related to the TFMDP. Eligibility for TAMP benefits is contingent on the reason the member separated, the plan they separated under and the number of years of active service the member had before the separation date.

Marguerite Thornton
(SDM)

SELECTIVE REENLISTMENT BONUSES (SRB'S)

Extensions of enlistment have a profound impact on a member's SRB entitlement. Extended active duty in the Reserve likewise has a major SRB impact.

Here are two example cases illustrating the complexities:

CASE #1

- Member enlisted in the Coast Guard for four years on 15 October 1993. Member's original active duty termination date was 14 October 1997.
- Member extended his enlistment for twenty-five months. Member's new active duty termination date became 14 November 1999. (Because this extension was for less than three years, member was not entitled to an SRB.)
- Member signed an agreement on 15 June 1999 to further extend his enlistment for a period of three years, with the extension becoming effective 15 November 1999.
- Member is currently an RD1.
- SRB multiples for RD's during the period 15 June 1999 thru 31 December 1999 are as follows:
 - Zone A = Multiple of four
 - Zone B = Multiple of two

The question becomes, what SRB entitlement does this RD1 have in conjunction with his three year extension of enlistment? The answer is that this RD1 will be entitled to an SRB multiple of two effective 15 November 1999 when his extension becomes operative.

Paragraph 3.d.(11) of enclosure (1) to COMDTINST 7220.33 provides as follows: "Entitlement to SRB multiple and bonus ceiling is established on the actual date of reenlistment or the date the member executes an Agreement to Extend Enlistment by signing Form CG-3301B. Entitlement to any Zone of SRB is established only on the date the member reenlists or the extension becomes operative."

In terms of extensions, what this paragraph says – when it is read in combination with paragraphs 3.a. and 3.b. of Enclosure (1) to COMDTINST 7220.33 -- is that:

- (1) When a member extends an enlistment, SRB payments are based on the multiplier in effect on the date the extension agreement is executed, rather than on the date the extension agreement becomes operative.
- (2) However, since the member will have more than 6 years active service on the date the extension becomes operative, the member no longer is eligible for a Zone A bonus – he only has eligibility for a

Zone B bonus.

Would there have been a better option for this RD1? Yes, instead of extending for three years effective 15 November 1999, he could have reenlisted for three years sometime between 15 July 1999 and 15 October 1999. This would have entitled the member to a Zone A bonus. The unserved (1 to 4) months of the extension would be deducted from the SRB computation, but the multiple of four would still have reaped the member a lot of extra dollars.



CASE #2

- Member enlisted in the Reserve on 15 October 1997.
- Reservist entered on extended active duty for twenty-four months on 10 January 1998.
- On 10 September 1999, the reservist elects to reenlist in the Coast Guard for four years. On the effective date of reenlistment, the reservist has served 20 months continuous active duty.
- Reservist's rank is MK2.
- The Zone A SRB multiple in effect for a MK2 is two.

Question: Is this reservist entitled to an SRB effective 10 September upon reenlisting?

Answer: No, per paragraph 3.a.(2) of enclosure (1) to COMDTINST 7220.33, reservists are only entitled to a Zone A SRB if they have completed 21 months continuous active duty at the time they reenlist / extend. In this case, since the reservist reenlisted prior to attaining 21 months continuous active duty, he is not entitled to an SRB.

If you ever have any questions about SRB's and other bonuses, feel free to call HRSIC (CST) at 785-357-3540.

**YN2 Kyle Brown
(MAS)**

SELECTED RESERVE (SELRES) ENLISTED BONUS PAYMENTS

What generates payment for a SELRES bonus? Prior to a member receiving payment for a SELRES bonus, they must meet all the eligibility criteria contained in COMDTINST 7220.1A. If the member meets the eligibility requirements, the servicing PERSRU will fax the following documents (depending on the type of bonus for which the member is eligible) to HRSIC (CST) at (785) 295-2594.

SELRES REENLISTMENT/EXTENSION BONUS:

- (a) Administrative Remarks (CG-3307)

SELRES ENLISTMENT BONUS:

- (a) Administrative Remarks (CG-3307)
- (b) Copy of Reserve Orders and Pay Voucher (CG-4436)
- (c) Copy of Annex J, Statement of Understanding for Coast Guard RP/RL Program (contains class "A" school assignment information for applicable non-rated members).

SELRES PRIOR SERVICE ENLISTMENT BONUS:

- (a) Administrative Remarks (CG-3307)
- (b) Copy of the Reserve Orders and Pay Voucher (CG-4436)

SELRES AFFILIATION BONUS:

- (a) Administrative Remarks (CG-3307)

Upon receipt of supporting document(s) by HRSIC (CST), payment can be expected within two pay periods. Example: Pay cut for end-month December pay is 19 December, documents are received by HRSIC on 15 December, payment can be expected by 15 January payday. If payment has not been made by the second pay period, the PERSRU should contact HRSIC (CST).

Several phone calls have been received by HRSIC (CST) concerning the second installment of the SELRES bonus. All subsequent payments for SELRES bonuses must be requested in writing by the member and endorsed by the chain of command. Refer to enclosure (5) of COMDTINST 7220.1A for an example letter. If a request for subsequent payment is received by HRSIC without proper endorsements, it will be returned for proper endorsements. Upon receipt of a properly endorsed request by HRSIC (CST), payment can be expected within two pay periods.

The PERSRU point of contact for SELRES bonus questions is YN2 Brown at (785) 357-3564.

YN2 Kyle Brown

TDY Summary Report is Now Automated!!!

HRSIC (TVL) recently automated the distribution of the TDY Summary Reports and eliminated the Customer Measurement Report. An email, announcing this change, was transmitted to all PERSRUs and provided instructions to obtain the reports. HRSIC will no longer mail the TDY Summary Report to the PERSRUs. These changes were a result of the responses to a P620 Survey recently distributed to all PERSRUs. Here's how you responded:

- **85% of the PERSRUs responded to the survey--thank you!**
- **67% wanted the TDY Summary Report continued.**
- **72% wanted the Customer Measurement Report discontinued.**

Answers to some of the questions you posed on the survey are addressed in the following paragraph.

Background: Prior to 1997, HRSIC (TVL) mailed an extra copy of the Travel Voucher Summary Sheet (TVS) to the PERSRUs for P620 purposes. In 1997, a work group was formed at HRSIC to study the feasibility of automating the P620 process by electronically submitting travel claim information to PMIS/JUMPS via the travel software system--Integrated

This would have eliminated mailing the hard copy of the TVS to the PERSRU, thus saving time and reducing postal costs. The work group concluded that the P620 process could not be totally automated due to various types of travel situations including TDY periods over 30 days; therefore, sharing of the P620 processing responsibilities between the PERSRUs and HRSIC (TVL) would have been required. PERSRUs were notified of the proposed change and stated that if the P620 process could not be automated in all situations, the process should not be automated at all. Around this same time period, BAS Reform occurred, which minimized the need to produce a P620 pay transaction. Consequently, an alternate plan of developing/distributing a hard copy TDY Summary Report to each PERSRU for P620 purposes was implemented. As of 29 November 1999, the P620 Report is transmitted electronically.

HRSIC (TVL) appreciates your feedback. It was through your suggestions that the distribution of this report has been automated. Questions/comments on this article? Contact Ms. Susie Thompson at 785 295-2260 or email Sthompson@hrsic.uscg.mil **Susan Thompson (Travel)**

Articles for the ALPERSRU Newsletter may be mailed, faxed or e-mailed to:

**Commanding Officer
USCG HRSIC (PRC)
444 SE Quincy St.
Topeka, KS 66683**

**Fax: 785-295-2579
Email: Drose@HRSIC.USCG.MIL**

An authorized publication, the PERSRU Newsletter is published under the provisions of COMDTINST M5728.B (series) and the direction of the U.S. Coast Guard Human Resources Service & Information Center. Views and opinions expressed are not necessarily those of the Department of Transportation or the U.S. Coast Guard. The PERSRU Newsletter shall not be considered an authority for any official action and is non-record material.

The PERSRU Newsletter is published quarterly. Articles are solicited from all readers

COMMANDING OFFICER: Captain R. J. Williamson

Mission Statement

Our missions are to gather, maintain, and manage personnel information on all Coast Guard members and employees; to develop and provide personnel and financial reports and information for Coast Guard managers and other government agencies; and to provide payment and personnel support services to our customers.



We're on the web at:
www.uscg.mil/hq/

2000 CWO APPOINTMENT CYCLE

The key for qualified (and recommended) CWO candidates to properly verify their personnel data in PMIS/JUMPS is the Action Code 325. 3 February 2000 is the PERSRU deadline to submit 325s for the 2000 Active Duty CWO Appointment Board. Please refer to ALCGPERSCOM 103/99, DTG 121502Z NOV 99 for other key dates. PMIS Action Code 325 must be submitted by this SDA II polling cutoff date for the member to receive a Personnel Data Extract (PDE). No PDEs can be produced after this deadline, nor can Action Code 325 be submitted after this date without authorization from HRSIC (ADV). Please ensure this information is relayed to all units under your PERSRU control. There is a possibility the SDA II polling cutoff deadlines will change during 2000, as the PMIS/JUMPS computer mainframe transitions to another mainframe. If that occurs, it may be easier to remember that the Action Code 325 submission deadline is the same as the deadline for the 15 February 2000 payday. If you have any questions regarding CWO or advancement issues, please call HRSIC (ADV) at (785) 357-3400.

Pete Buel (ADV)

SERVICEWIDE EXAMINATION RAW SCORES ON LES

The raw score exam score shown on LESs is the number of correct answers out of 150 questions on the SWE. The raw score is subject to change after the Subject Matter Specialists validate SWE questions. The raw score is an indicator of how well an individual performed on the test, will vary considerably from rate to rate, and is only one of the factors used in determining final rankings. The LES message that reports the raw scores will be updated for the May 2000 SWE cycle, however the message that reported raw scores from the October RSWE and November SWE cycles read "An ALCOAST will provide general info regarding raw scores." Please refer to ALCOAST 057/98 for that information, as another ALCOAST will not be issued. The appearance of a raw score of "0" on a LES usually indicates that HRSIC (ADV) cannot compute a final multiple due to no performance evaluation in the "window." PERSRU and/or unit personnel should refer to the SWE competition ALCGENL (ALCGENL 036/99 for November 1999 cycle) and Article 5.C.6.b., CG Personnel Manual to determine if member had an evaluation completed within the "window." Please contact HRSIC (ADV) at (785) 357-3400 for guidance or questions.

Pete Buel (ADV)